

Department of Commerce Office of Security

***SF-312 Non Disclosure
Briefing***

This is a brief description of the
Classified Information Nondisclosure
Agreement, Standard Form 312.

It is designed as an educational tool
and is not intended to be legal advice
or interpretation by legal authority.

The execution of the SF 312 is a condition for being granted access to classified national security information.

The SF 312 is a legally binding agreement between you and the United States Government.

It places the responsibility upon you to protect any classified information accessed by you while performing your DOC duties. You accept safeguarding obligations and responsibilities upon properly executing the agreement.

Here is a brief explanation of each paragraph in the nondisclosure agreement.

"Intending to be legally bound..."
means the agreement is a legally
binding document between the
signer and the United States
Government.

The paragraph also indicates that you accept the obligations in the agreement in consideration of being granted access to classified information.

The term classified information is defined in the paragraph. The benefit derived from signing the agreement is access to information that you would not have otherwise.

You acknowledge that you received a security indoctrination: the National Security Briefing included in this briefing packet.

You also acknowledge that you understand the procedures for ascertaining whether a proposed recipient is cleared and has a need to know classified information held by you.

You are made aware that improper disclosure of classified information could be damaging to the United States or could be used by a foreign nation.

You agree never to divulge classified information to anyone unless you verify that the recipient is authorized to receive it or you received written authorization that disclosure is permitted.

You also acknowledge that if you are uncertain about whether information is classified, you must confirm that the information is not classified before disclosing it.

Any breach of the agreement may affect your security clearance or your position with DOC.

Also, any unauthorized disclosure may constitute a violation of Federal law. (The legal references are available upon request.)

This agreement is enforceable by the Government, including the application of a court order to prohibit disclosure of classified information.

Classified information to which you have gained access is and will remain the property of the United States Government.

You must return it to DOC upon demand or upon termination of employment.

The conditions and obligations of the agreement will remain in effect while you have a security clearance and longer, unless or until you are released in writing.

Any particular provision may be found to be unenforceable, but all other provisions will remain in effect.

The provisions of the agreement are consistent with the legal references listed.

You have read the agreement, had your questions answered, and had the referenced statutes made available to you.

This concludes the briefing on the provisions of the Classified Information Nondisclosure Agreement, Standard Form 312.

If you would like additional guidance or more detailed information, contact your servicing DOC Office of the General Counsel.

Copies of legal references are available upon request.

Address any questions on security
procedures to your servicing
security officer or to:

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